

# Hahaione Elementary

## After Summer School Program – General Schedule



**Site Coordinator: Matthew Smith**

**Phone Number: (808) 348-5865**

**12:00pm – 12:15pm**     **\*Student Check-in\***

\*If your child will be absent from the After Summer School Program, please call or text the site phone (listed above).

**12:15pm – 12:45pm**     *Lunch*

Please provide a lunch from home each day. Also, please keep in mind that we do not have access to a microwave or refrigerator during the After Summer School Program.

**12:45pm – 1:15pm**     *Quiet Indoor Activities*

**1:15pm – 2:00pm**     Staff Lead Planned Activity

**2:00pm – 2:15pm**     **Wellness Break:** Rehydrate, Use Restrooms, Clean Up Areas

**2:15pm – 3:00pm**     Staff Lead Planned Activity

**3:00pm – 3:15pm**     **Wellness Break:** Rehydrate, Use Restrooms, Clean Up Areas

**3:15pm – 3:45pm**     Afternoon Snack

A light, afternoon snack will be provided for students registered in the After Summer School Program. Students may also bring snacks from home.

**3:45pm – 4:15 pm**     Outdoor Supervised Free-Play

**4:15pm – 4:55pm**     Staff Lead Planned Activity (Outdoors)

**4:55pm – 5:30pm**     Clean Up & *Quiet Indoor Activities*

**\*\*DAILY SCHEDULES ARE SUBJECT TO CHANGE\*\***

### **Program Dates:**

June 3, 2025 – July 27, 2025  
**(CLOSED JUNE 11)**

### **Program Hours:** (12:00pm – 5:30pm)

Pick-up Times:                      Anytime during program hours.

### **Sign In and Sign Out Procedures**

Please check your child in and sign out with our employees daily. Your child will be released only to the people on the release form. Pick-up person should be prepared to show a picture ID. If you want your child to walk home alone, please ask your Site Coordinator for a Release of Unaccompanied Child Form.

### **Absences**

If your child is going to be absent, please call or text your Site Coordinator before 8am. Refunds will not be issued for absences.

### **Late Pick-up Fees**

Program pick-up time: Up until 5:30pm

Please pick up your child on time. If you know ahead of time that you will be late picking up your child, please call the Site and let them know. There will be a \$10 fee for every 15 minutes (or fraction thereof) that you are late (i.e., 1-15 minutes late = \$10; 16-30 minutes late = \$20, etc.). This fee is due immediately and should be given to the staff member on duty.

### **Things to Bring**

- Lunch & Afternoon Snack
- Sunscreen (recommended)
- Refillable Water Bottle
- Covered shoes are preferred



# ADDITIONAL INFORMATION

## Summer 2025 – General Policies & Procedures

### **Program Eligibility**

Our After Summer School Programs (ASSP) are designed for Elementary School-Aged children. To participate a child must: **1.** Currently be enrolled in grades K-6, and **2.** Have the ability to function safely within our 15:1 student to staff ratio and keep up with the group through the various program-related activities. **3. Attend Summer School at the location that the ASSP is operating.**

### **Absences**

If your child is going to be absent, please call your Site Coordinator before 8am. Refunds will not be issued for absences. If you have any questions, please see your Site Coordinator.

### **Withdrawals/Reducing the Number of Registered Days**

Kama'aina Kids will issue a full refund less a \$35 service fee for complete withdrawals before the start of program. Once the program has begun, there will be a \$35 service fee plus a \$25/day for After Summer School Programs multiplied by the number of registered days up until the receipt of notification of any withdrawals or reduction in the number of registered days. These fees are not intended as a hardship, but rather to cover expenses we have already incurred. **Parents must submit a written notice to the Site Coordinator (or via email) indicating the start date and total number of registered days each child is being withdrawn from, at least 24 hours in advance of the effective date.**

### **Changes to Registration**

A change in the dates of your registration or location of your program will result in a \$15 service fee charged to your account.

### **Schedule Changes**

**All activities are subject to change.** While all excursions are preplanned, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes at the site.

### **Medication**

Medication must be in the original container with the doctor's instructions. Give all medication to the Site Coordinator. Our staff will pour out the prescribed dosage, and the child will give him/herself the medication while being witnessed by both the Leader and Site Coordinator. If medication must be kept cold, please bring it in a small cooler with ice.

### **Discipline Policy**

If a child's behavior is extremely disruptive to the program or is a potential danger to the other participants in the program, we will do everything possible to help the child. If the negative behavior continues, parents will be notified and the appropriate action will be taken, including suspension and/or dismissal from the program. Refunds are not issued for days missed due to suspension or dismissal.

### **General Procedures for Medical Emergencies**

- If a medical emergency arises, Kama'aina Kids will first attempt to contact the child's parents. If the parent cannot be reached, Kama'aina Kids will attempt to contact persons authorized by parents in case of emergency.
- If no authorized persons can be reached, appropriate treatment will be secured at the nearest medical facility.
- If a major illness or injury is involved, the child will be taken by ambulance to a designated site and/or physician.
- Parents are financially responsible for any medical care or treatment incurred on their child's behalf.

### **General Health & Wellness**

Out of an abundance of caution, if a child indicates feeling ill and is demonstrating symptoms of COVID-19 (such as sore throat, persistent cough, congestion or runny nose, nausea, body aches, etc.), then he or she will be immediately separated from the group. Our staff will contact parents or emergency contacts to arrange for the child to be picked up within an hour. Our employees will monitor the child and keep him or her separated from other program participants, until he or she is picked up.

***Please keep your child at home if he or she reports feeling ill and is showing symptoms of COVID-19. Anyone registering a temperature of 100.4° F and above during program hours, will be sent home for the day. He or she must go 24 hours without showing a fever before returning to program.***

Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:15 ratio. Kama'aina Kids is an equal opportunity organization and does not deny enrollment or discriminate on the grounds of race, color, religion, gender or national origin.

**For more information call 262-4538 Online at [KamaainaKids.com](http://KamaainaKids.com)**